

Tips for Mentoring a Successful Team

Your leadership is critical to the success of your team. Here are some tips that may help you build a strong team.

Welcome your Teammates.

- ☐ Connect with your team mates as quickly as possible.

Establish a clear plan for frequent communication

- ☐ Determine the best way to meet *synchronously*, or in real-time.
 - This may be meeting in your TeamWorld; or
 - You may want to use Skype; or
 - You may choose another way to talk or chat in real-time.
- ☐ Determine the best way to communicate *asynchronously*.
 - Identify a place where you will post information in your Team Space.
- ☐ Send messages InWorld via a “message board.”
- ☐ Copy text chat for future reference.

Establish a routine or schedule

- ☐ Set a regular meeting time InWorld. Use this time for your team mates to show each other the work that they’ve completed.

Encourage your team mates to be active members of the team.

- ☐ If they don’t volunteer, ask them to complete a small task.
- ☐ Set mini-goals.
- ☐ Praise creative thinking.
- ☐ Set a positive “can do” tone.

Break bigger tasks into smaller tasks: Once you have a clear understanding of the challenge, help your team meet all goals by

- ☐ Setting mini-goals for smaller tasks.
- ☐ Record mini-goals in your workspace.

Ask for help

Don’t forget that you have support from others. Develop a good working relationship with:

- ☐ Your Tech Squad specialist
- ☐ OPSPARC InWorld Staff: Sharon.bowers@nianet.org